

**aniya Bazarbayeva**  
**Operations & Project Coordination Specialist**

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**PROFILE** Experienced Operations and Client Coordination Specialist with a strong background in managing complex logistics, multi-stakeholder communication, and project support. Skilled in coordinating teams, resolving conflicts, and ensuring smooth execution of high-volume productions. Recent graduate in International Relations with a passion for gender equality and human rights. Eager to apply organizational and interpersonal skills to contribute to impactful international development programs.

**EDUCATION** International Relations, University of Wollongong in Dubai

**ON** - Capstone project: “UN Women’s work in promoting women’s rights in Iran and challenges they face  
- Relevant courses: International Security, Terrorism and Counterterrorism, International Law & Diplomacy, Development Studies, Issues and Dilemmas in IR, IR Theories

Sep 2019- Jun 2023 - Islamic Studies, Egyptian University of Islamic Culture  
- Graduated with GPA 3.7 in a Major of Islamic Studies  
- Capstone project: “Arab Traditions During the Jahiliyyah and the Influence of Islam”  
- Relevant courses: Hadith Studies, Islamic Jurisprudence (Fiqh), Marriage and Family Law, Islamic Commercial Law, Crime and Punishment in Islamic Law, Islamic Ethics

**WORK EXPERIENCE** Operations and Client Coordination Manager, Fabrica Studios Film

Development LLC, Dubai

- coordinated scheduling and delivery of 147 productions per month across 3 branches, ensuring efficient resource allocation and stakeholder satisfaction;  
- managed resource logistics and vendor relations to ensure smooth execution of multiple parallel projects;  
- mediated 10+ stakeholder conflicts monthly maintaining positive relationships and ensuring project continuity.  
- shoots; oversaw equipment and prop logistics;  
- resolved 10+ client conflicts monthly with high satisfaction; liaised between clients, staff, and finance teams.

Feb 2023- Community Outreach Internships, Baiken mosque

Mar 2023 -supported planning and delivery of public events and educational seminars in collaboration with the outreach team;  
-engaged with community members, volunteers, schools, and interfaith groups to support inclusive initiatives;  
-created social media content and conducted administrative tasks, including reporting on student engagement;  
-developed communication and coordination skills through active collaboration with local leaders and organizations.

May 2022- Arabic Tutor, Egyptian University of Islamic Culture

Jan 2023 - delivered Arabic language instruction in reading, writing, speaking, and listening to beginner and intermediate students;  
-designed structured lesson plans based on language learning objectives and student needs  
-collaborated with experienced educators to enhance student engagement and motivation;  
-monitored student progress and prepared summary reports based on feedback and performance tracking.

**SKILLS** Project coordination and reporting, stakeholder communication, event and training organization, conflict resolution, research and policy analysis, cross cultural communication, analytical skills, language, ability to multi task, interpersonal skills, MS Office (Excel, Word, Powerpoint)

**LANGUAGES** English, Kazakh, Russian, Arabic, Turkish

**COURSES** III International UNESCO Model Aug 12, 2024  
Communicating Across Cultures, Jan 05, 2024  
Marketing Communications, Jan 09, 2024